



JOINT FORCES HEADQUARTERS KANSAS



NATIONAL GUARD FEDERAL HUMAN RESOURCE OFFICE BULLETIN

2722 SW Topeka Blvd. Room 136 (North Side), Topeka, KS 66611

January—February 2010



ANNOUNCEMENTS

EMPLOYEE SERVICES

Bobbi Harvey
Employee Relations Specialist

JANUARY 2010 TECHNICIAN PAY ADJUSTMENTS:

Pay adjustments for General Schedule (GS) employees were effective 3 January 2010. To view your pay adjustment log onto My Biz, select My Information and click on the Salary tab. Supervisors can view their employee's pay adjustments through My Workplace. HRO has not yet received notification of the 2010 Pay Adjustments for those technicians under the Federal Wage Schedule.

FAMILY PROGRAMS

Mary Nesbitt
Family Programs Director

UPCOMING EVENTS:

January 8-10th, 2010	Marriage Enrichment Retreat –Kansas City
January 9th, 2010	FRG Training-161st
January 11-12th, 2010	Living in the New Normal Training-Wichita
January 23rd, 2010	Yellow Ribbon Training-171st
January 25-31st, 2010	Professional Development Conference/Training

If you have any questions, please contact:

Mary Nesbitt
Family Programs Director
2722 SW Topeka Blvd. Room 101
Topeka, KS 66611
Or
Phone (785) 274-1171

TECHNICIAN APPRAISALS DUE

Submitted by Capt Julie Burns
Chief, Employee Services

Current technician appraisals due are on hold pending implementation of the National Guard Technician Performance Appraisal Program. Guidance and mandatory training for all supervisors will be provided by HRO in the upcoming weeks.

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PERSONNEL SYSTEMS

CMSgt Lynn McConnell
Personnel Systems Manager


DCPDS MYBIZ Update MESSAGE:

It is the responsibility of all supervisors to ensure all technicians have logon onto the MYBIZ self service application, registered their CAC and entered their account to verify their automated technician record information. This includes updating the following tabs within the MyBIZ self service website: PROFILE, US FED ETHNICITY and RACE CATEGORY and EMERGENCY CONTACT INFORMATION. To assist you in completing the requirements above, excerpts for the MY PROFILE page are attached below for your use. **All Technicians MUST complete the logon, CAC registration and view/update their automated technician record.** Any questions regarding accessing or updating the MYBIZ website can be directed to HRO POCs: SPC Jason Collier, Mrs. Dottie Clark or CMSgt Lynn McConnell.

Update My Information



Figure 1

The  [Update My Information](#) function allows employees to update limited employee information.

Privacy Act Statement

Before you can 'view, add and/or update' your personnel information, you must the 'Privacy Act Statement'.

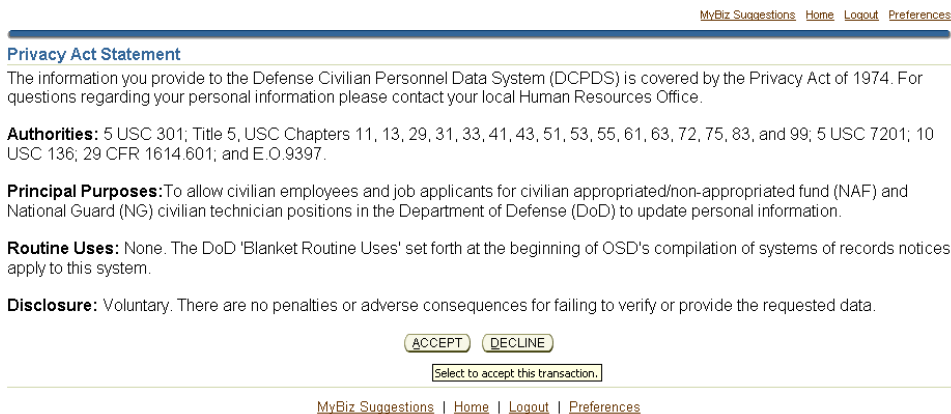


Figure 2

Tabs - The following is a list of the Tabs and information available under each.

General Information in the Employee region includes the employee's name and work email address.

Profile tab allows the employee the ability to change their security questions and answer, password, work email address, phone numbers and physical work address.

Profile | Handicap Code | Language Information | US Fed Ethnicity and Race Category | Emergency Contact Information | Education Information

My Profile

Security Question and Change Password Info

[Update/Review Security Question](#) [Change Password](#)

Work Email Address

☒ **TIP** Please enter your Work Email Address only and select the Update button to save.

Work Email Address

[Update](#)

Employee Phone Number

☒ **TIP** To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. delete an existing phone number, select the Trashcan next to the record.

[Add](#)

Type	Number	Delete
No data found		

Physical Work Address

☒ **TIP** CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

[Add](#)

Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
-----------------------	-----------------	--------------------	------	-------	----------	---------	------------	----------

Figure 3

Work Email Address

To 'Add/Update' work email address, type the new email address and then select the [Update](#) button. Email address is currently being used for the NSPS Performance Appraisal notification. In the future, email address will be used to communicate personnel information directly to all employees.

Work Email Address

☒ **TIP** Please enter your Work Email Address only and select the Update button to save.

Work Email Address

[Update](#)

Figure 9

You will receive a 'Confirmation' page once the update has occurred. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the My Biz menu select on [View Your My Biz Account](#) link.

ORACLE [MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Self Service Work information Confirmation Notice

Confirmation

Congratulations, your work information has been updated as of **15-Jun-2007 11:01:30 EDT**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

Copyright (c) 2005, Oracle. All rights reserved. [MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#) [Oracle Privacy Statement](#)

Figure 10

Phone Numbers

To 'add' a new phone number, select the [Add](#) button.

Employee Phone Number

✓ **TIP** To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

<input type="button" value="Add"/>		
Type	Number	Delete
Home	123-456-7899	

Figure 11

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an *. Once you have selected a phone type enter your phone number to include area code and dashes. Extensions may also be included. Example: 210-123-45678 Ext 123. Once you have finished inputting your phone number, select the button.

Employee

Employee Number Employee Name
Work Email Address

Phone Information

* Phone Type
* Phone Number

Home

Home Secondary

Home Tertiary

Home Fax

Mobile

Other

Pager

Work

Work Secondary

Work Tertiary

Work Fax

[Home](#) | [Logout](#) | [Preferences](#)

pyright (c) 2005, Oracle. All [Oracle Privacy Statement](#)

Figure 12

You will receive a 'Confirmation' page once the update has occurred. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the My Biz menu select on [View Your My Biz Account](#) link.

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[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

Self Service Work information Confirmation Notice

Confirmation

Congratulations , your work information has been updated as of **15-Jun-2007 11:01:30 EDT**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

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Figure 13

Physical Work Address

To 'add' Physical Work Address, select the button. Self Service only allows employees to 'add' one Physical Work address update within a 24 hour period.

Physical Work Address

✓ **TIP** CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select	Street Address	Building Number	Suite	City	State	Zip Code	Country	Start Date	End Date
<input type="button" value="Add"/>	No data exists.								

Figure 19

When adding a Physical Work Address, 'Street Address, City, State, Zip Code' are required fields and are noted with an *. Select the button to save data.

Employee

Name
Employee Number
Work Email Address **firstname.lastname@army.mil**

Physical Work Address

* Indicates required field.

* Street Address
(example: 550 E Street West)

Building Number
(example: 663)

Suite, Room Number
(example: 3, 206)

* City

* State

* Zip Code
(example: 78150-4547)

Country **United States**

Date From **23-Jan-2007**
(example: 21-Sep-2005)

Date To

Figure 20

Once your work address has updated, you will receive the following 'Confirmation' page. To return to the language tab, select on the [Continue Updating Your Information](#) link. To return to the My Biz menu select on the [View Your My Biz Account](#) link.

ORACLE

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Self Service Work information Confirmation Notice

Confirmation

Congratulations , your work information has been updated as of **15-Jun-2007 11:01:30 EDT**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

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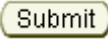
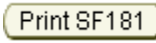
[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

[Oracle Privacy Statement](#)

Figure 21

US Fed Ethnicity and Race Category tab contains employee's ethnicity and race.

Figure 40

To 'update' ethnicity and race, use the drop down menu; select either 'Yes' or 'No'. Once you are ready to update, select the  button. To 'print' the SF181 form, select the  button.


To view the SF181 Privacy Act Statement, select the  button.

Figure 41

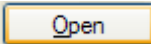

The SF181 can either be 'saved' to your computer or can be 'opened' and printed. To open the SF181 select the  button.

Figure 42

SF181

To print the SF181 select on the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

sf181[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

60%

Find

U.S. Office of Personnel Management
Guide to Personnel Data Standards

ETHNICITY AND RACE IDENTIFICATION
(Please read the Privacy Act Statement and instructions before completing form.)

Name (Last, First, Middle Initial) Social Security Number Birthdate (Month and Year)
Jul 1955

Agency Use Only
24 May 2006 05:44 PM

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.

Question 1. Are You Hispanic or Latino? (Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
☐ Yes ☒ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input checked="" type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Figure 43

Emergency Contact Information tab contains employee's emergency contact information.

Select the link [Emergency Contact Information](#) to 'add, change or remove' your emergency contact information.

Profile Handicap Code Language Information **US Fed Ethnicity and Race Category** Emergency Contact Information Education Information

Figure 44

Adding Emergency Contact Information

To 'add' information on an emergency contact person, select the 'Add' button.

Update My Information

☒ TIP This information is current as of today's date.
Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

Note: The information you provide here will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

(Add)

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact	Email Address
No results found.					

☒ TIP To View or Print your Receipt, press the button below.
(Print Receipt)

[Continue Updating Your Information](#)

Figure 45

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact' and 'Phone Number(s)' and select the **Next** button.

Emergency Contact : Add Cancel Next

☒ **TIP** This information is current as of today's date.
Employee Name

Use this page to provide emergency contact information.
* Indicates required field

General Information

* First Name
Middle Name
* Last Name
Email Address
☒ Primary Contact [?]
Relationship

☒ **TIP** Do not add any contacts that are under the age of 18.

Residence Address

☒ **TIP** When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.

☒ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	555-555-5500	
Add Another Row		

Figure 46

Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information select the **Cancel** button.

Update My Information: Review Cancel Printable Page Back Submit

☒ **TIP** This information is current as of today's date.
Employee Name

Review your information below and select the Submit button to apply your changes.
[?] Indicates Changed Items.

Maintain Contact

Contact	Proposed
Relationship Type	Emergency Contact
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@hotmail.com
Primary Contact	Yes

Phone

Phone	Proposed
Home	555-555-5500

Cancel Printable Page Back Submit

Figure 47

EMPLOYEE DEVELOPMENT

HRO is Committed to Offering Quality Training to Our Employees Upcoming Training

Dottie Clark
Employee Development Specialist

Below are dates for Technician Supervisor Courses and Early Career, Mid-Career, and Pre-Retirement Seminars that will be offered at Nickell Armory, Topeka, KS.

Reminders will be sent out approximately 30 days prior to the training events.

TECHNICIAN SUPERVISOR TRAINING (TARGET AUDIENCE):

Employees that supervise technicians. It is MANDATORY for all NEW supervisors. Veteran supervisors will attend every 3 years to get acquainted with new policies and procedures and to brush up on current information.

February 9-11, 2010

April 20-22, 2010

September 14-16, 2010

November 9-11, 2010

For questions please contact Dottie Clark at (785) 274-1185

CAREER PLANNING SEMINARS (TARGET AUDIENCE):

Early Career: Technicians with 1-5 years of Federal Service.

Mid-Career: Technicians with 5-15 years of Federal Service.

Pre-Retirement: Technicians that are within 5 years of Federal Retirement.

SEMINAR DATES:

Pre-Retirement Seminar February 23-24, 2010

Early Retirement Seminar February 25, 2010

Mid-Career Seminar February 26, 2010

Pre-Retirement Seminar September 21-22, 2010

Early Career Seminar September 23, 2010

Mid-Career Seminar September 24, 2010

For questions please contact Bobbi Harvey at (785) 274-1172

EMPLOYEE SERVICES

Medical Care for On-The-Job-Injuries (for Topeka KS Area)

Submitted by MSgt Robin Lewis

As a federal employee you are allowed to receive treatment at any medical facility you choose, however to help minimize paperwork and unnecessary headaches, we currently recommend the below location, where a member can receive medical care, that is already enrolled with ACS and have experience with OWCP claims:

Stormont-Vail WorkCare
1504 SW 8th Ave
Topeka, KS 66604
(785) 270-8605

Employee Traumatic Injury Checklist

1. Notify your supervisor immediately so he/she can complete the on-line form CA-1 as soon as possible, but not later than 30 days from the injury. If you are unable to, someone may do it on your behalf. Your supervisor should give you a receipt as evidence of your timely filing.

2. If the injury is reported within four hours, your supervisor should provide you with a CA-16 (Authorization for Examination and/or Treatment) to give the treating physician. If the report is over four hours from the occurrence of the injury, a CA-20 will be issued.

3. Instruct the medical facility that all forms, medical bills, etc., must be handled through ACS bill processing, using the following information:

<http://owcp.dol.acs-inc.com> (accounts can be set up at this site)

Once the provider account has been established the providers can then use the following phone numbers:

(850) 558-1818 to speak with a Customer Service Representative
(866) 335-8319 automated

4. If the hospital or doctor's office contacts you for payment of bills after they have submitted them to the above, contact MSgt Robin Lewis for assistance, by calling (785) 274-1206 or DSN 720-8206, or e-mail, robin.lewis3@us.army.mil

5. Supervisors, please use the attached OWCP checklist: (Click on Document below):



Document

Also, please remember the light duty memorandum (Click on Document below) that needs to be given to the treating physician so they understand the Kansas National Guard policy that Federal employees need to be kept in a working capacity, if at all possible, following an injury. (Click on Document below):



LIGHT DUTY
MEMO 2

EMPLOYEE SERVICES

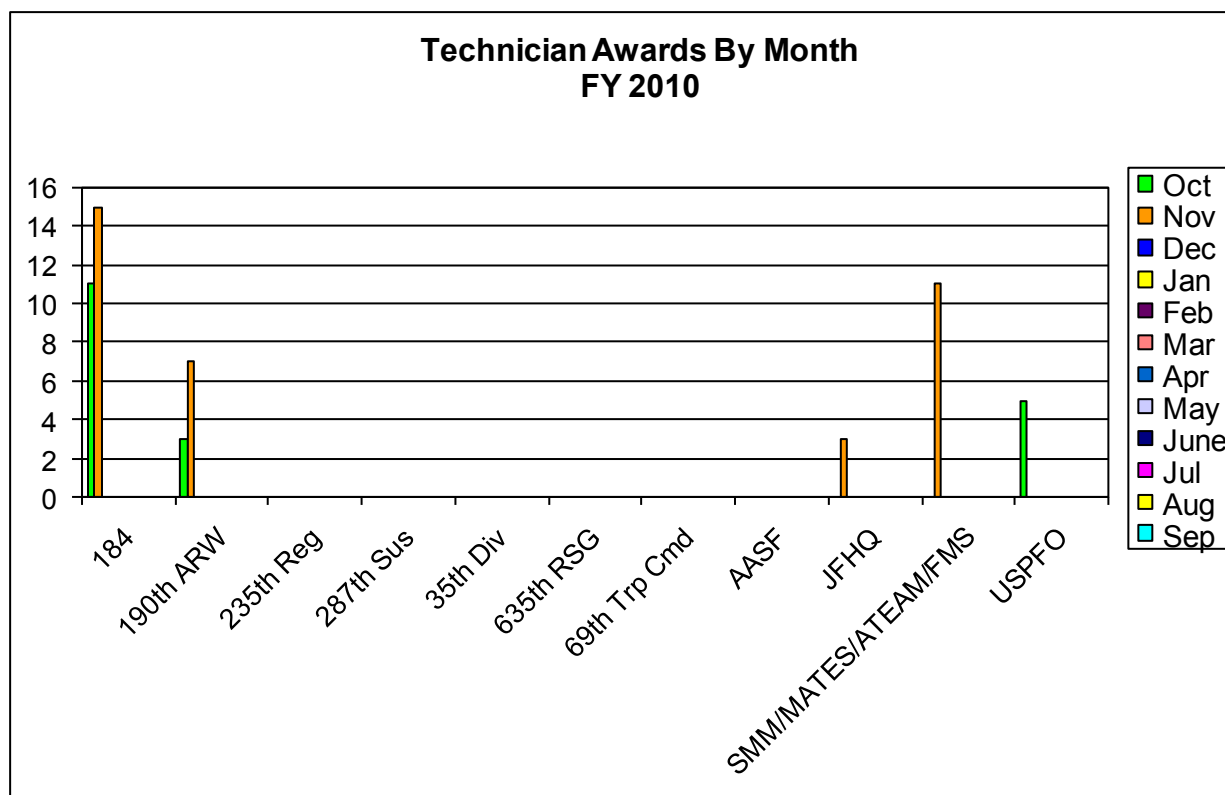
TECHNICIANS

(October & November 2009)

Submitted by MSgt Kathy Thornton

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, and Quality Step Increase (QSI) for the months of October and November 2009.

*Note: Sustained Superior Performance (SSP) Awards turned in from Oct-Dec 2009 will be reflected in January 2010.



ACCESSIONS

Anderson, Steven T., 287th Sust BDE
 Anderson, V. Nels A., 190 ARW
 Birnell, David J., 891st ENGR BN
 Brooks, Aaron W., FMS 3
 Burget, Joshua E., 184 IW
 Burns, Randall L., Det 2 HQ STARC
 Cates, Ashley R., Det 2, HQ STARC
 Cosby, Jeremy D., 184 IW
 Diebert, Lydia C., Recruit & Reten.
 Ellis, Lyndon M., FMS 1
 Ferrer, Michelle M., KS JOC
 Finkemeier, Shanna D., 190 ARW
 Forehand, Thomas P., 287th Sust BDE
 Gerbitz, Matthew G., 2-137 IN BN
 Glenn, Logan R., 190 ARW
 Grabast, Brandon L., MATES
 Green, Levi R., 190 ARW
 Hannah, David C., Family Programs
 Harkins, Tina M., FMS 9
 Hobbs, James R., 287th Sust BDE

Ismert, Michael P., FMS 7
 Johnson, Jeremiah R., DOM
 Keck, Kasey A., USPFO
 Kubie, Tiffany D., 190 ARW
 Lenhart, Robert L., 190 ARW
 Love, Darrell E., 235th REG (KSRTI)
 McBryde, Steven R., HQ 1-161 FA BN
 McCray, Angel L., 287th Sust BDE
 McCrory, Jeffrey B., FMS 3
 McDowell, Bradley J., FMS 4
 Millan, Ellissa M., 287th Sust BDE
 Morton, Jason D., MATES 1
 Moulden, Gabriel D., 190 ARW
 Mounts, Richard B., 1-161 FA BN
 Payne, Dru L., KS JOC
 Payton, Allen W., 287th Sust BDE
 Reazin, Matthew W., FMS 3
 Rogers, Norman R., FMS 3
 Rohrs, Scott D., AASF 1
 Schneider, Christopher A., 190 ARW
 Sihongheune, Bangone, FMS 7

ACCESSIONS CONTINUED...

Sipes, Ryan T., 190 ARW
Smith, Danielle N., FMS 13
Smith, Jenny D., 287th Sust BDE
Solis, John R., 287th Sust BDE
Suter, Amber D., 287th Sust BDE
Tauer, Jeremy K., FMS 3
Tennison, Garret L., 190 ARW
Wahl, Michael L., 287th Sust BDE
Wallace, Michael L., Joint Staff
Wehrli, Tanya A., 190 ARW
Welden, Sandra R., 287th Sust BDE
Whisenhunt, James L., 190 ARW
Wisdom, Christopher L., 169 CS Corps
Wyancko, Chad D., DOL
Zepeda, Norma, 891st ENGR BN

PROMOTIONS

Asebedo, Frank D., FMS 13
Barnes, Kenneth A., 184 IW
Beth, Russell L., FMS 2
Brun, Darin L., 184 IW
Burget, Justin A., 184 IW
Burton, James L., 184 IW
Carlson, Nicholas R., DCSOPS
Carson, Flora M., USPFO
Crabtree, Perry M., 190 ARW
Dalton, Jodee S., 184 IW
Durkes, Kevin L., USPFO
George, Mark L., FMS 4
Harry, Carl J., 184 IW
Helms, James R., 184 IW
Henry, Bradley A., FMS 11
Holladay, Robert W., 184 IW
Johnson, Robert A. Jr., 184 IW
Kleve, Daniel P., 184 IW
Land, Dustin E., 184 IW
Metcalf, Garrett L., 184 IW
Mullinax, Lisa A., Constr & FAC MGT
Mullinax, Mark C., MATES
Musick, Roy F., FMS 7
Nestor, Thomas J. Jr., 184 IW
Nussbaum, Ray L. Jr., MATES
Pawley, Mark C., FMS 9
Probst, Glen, 184 IW
Rahe, Robert L., FMS 5
Richards, Michael D., 184 IW
Sanchez, Ivan J., MATES
Shields, Michael E., 184 IW
Stolp, Morgan W., 184 IW
Summers, Rocky A., AASF 2
Taitano-McFaddin, Melkiann R., MATES
Tunheim, Craig S., MATES
Weber, John D., JFHQ/Command
Whisler, Michael E., FMS 3

REASSIGNMENTS

Batterton, Casey S., 190 ARW
Gnagi, Christopher L., 190 ARW
Ryan, John P., 190 ARW

SEPARATIONS

Abell, Trevor K., CSMS 1
Akers, Christopher S., 891 EN BN
Albers, Steven L., 184 IW
Bearce, Robert K., AASF 1
Blockburger, Christopher A., FMS 7
Brown, Charles N., DCSOPS
Chronister, Ronald G., 287th Sust BDE
Coats, David A., 891 EN BN
Erwin, Tuesday C., Recruit & Reten.
Honea, Alexandra J., 190 ARW
Horton, Taneshia L., Family Programs
Hunter, James F., 184 IW
Jabara, Joseph M., 184 IW
Kientz, Steven E., CSMS
Logan, Bobby G., 184 IW
Maldonado, Sharon K., 635 RSG
McCartney, John P., JFHQ/DCS
Merkel, Mitzi R., 190 ARW
Nichols, Joseph L., STAR MED DET
Ninabuck, Kelly W., 1-161 FA BN
Perez, Leslie K., HRO
Pittman, Chad D., 235th REG (KSRTI)
Salisbury, Gregory S., DOM
Smith, Kimberly L., 190 ARW
Trimmell, Darryl W., 1-161 FA BN
Wehli, Tanya A., HRO



EMPLOYEE SERVICES

RETIREMENTS

Submitted by MSgt Robin Lewis

ARMY:

Congratulations to Boyd A. Woodyard who retired on 16 December, 2009 as an Aircraft Mechanic at the Aviation Support Facility (AASF), at Forbes Field, Topeka, Kansas. Boyd has over 30 years of technician service. Best wishes to him and his wife Gladys.

Best of luck to Stephen C. Rodina who retired on 31 December, 2009 from his position as a Joint Forces Senior Enlisted Advisor at Joint Forces Headquarters in Topeka, Kansas. We wish him many years of retirement happiness.

Best wishes to Deborah J. Carson who is retiring after 22 years of dedicated service as a Management Analyst at Joint Forces Headquarters in Topeka, Kansas. We wish Debbie a happy retirement.

AIR:

Best wishes to Carolyn K. Wilson who retired on 31 December, 2009 with over 22 years of service. Carolyn helped many customers in her position as a Lead Accounting Technician at the 190th ARW, at Forbes Field in Topeka, Kansas. Best of luck to Carolyn and Glen for many happy retirement years.



WHAT'S NEW WITH TSP

Submitted by Bobbi Harvey

Elective Deferral Limit (I.R.C. Section 402 (g)) - The elective deferral limit for 2009 and 2010 is \$16,500.

I.R.C. Section 415 (c) Limit—The limit for 2009 and 2010 is \$49,000.

Catch-Up Contributions—The limit on catch-up contributions for 2009 and 2010 is \$5,500. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$16,500 in 2010), you may also make catch-up contributions to your TSP account.

EMPLOYEE SERVICES



Submitted by Capt Julie Burns

News you can use...from your EAP

Optimism is good for your health

According to the latest research, optimistic people are healthier and live longer than pessimists:

- A 2006 study looked at nearly 7,000 students who had taken a psychological test when they enrolled at the University of North Carolina in the 1960's. Among the most pessimistic third of the subjects, the death rate over the next 40 years was 42% higher when compared to the most optimistic third.
- In a study of 1,000 men and women aged 65 to 85, after nearly 10 years of follow up, those who described themselves as "highly optimistic" had a 55% lower risk of death from all causes, when compared to those who were termed "very pessimistic."

Some may believe that optimists are unrealistic people who ignore reality, but numerous studies report otherwise. Far from living life with blinders on, it is optimists who confront trouble head-on while pessimists bury their heads in the sands of denial. In a 1993 study of women newly diagnosed with breast cancer, the women with an optimistic disposition were more likely to acknowledge the seriousness of the disease and took more active steps to cope with it. Several studies have shown that optimistic breast cancer patients have better health outcomes than pessimistic and hopeless patients.

Researchers say several factors may explain the link between optimism, better health and longer life.

- Optimism is associated with living healthier – more physical activity, less smoking, moderate use of alcohol, following their doctors advice more faithfully, etc.
- Optimistic people tend to have more friends and a larger social network to rely on during crises.
- Optimists handle stress better, a risk factor associated with high blood pressure, heart disease and other risk factors that adversely affect health and longevity.

Increasing optimism

No matter what your outlook is, studies show that optimism can be learned and improved. Using a practice called "cognitive restructuring," you can help yourself become more optimistic by consciously challenging negative, self-limiting thinking and replacing it with more optimistic and health-promoting thought patterns.

Your EAP is here to help

To obtain no cost counseling or other EAP services, please call **800-869-0276** or securely request services from the Member Access section of the EAP website: www.eapconsultants.com

EMPLOYEE SERVICES



Submitted by Capt Julie Burns

Attention All Technicians – Employee Assistance Services Available Completely Confidential and Absolutely Free

EAP Consultants, Inc is the employee assistance contractor for full-time technicians. Services cover the technician AND their family members and include:

- Clinical services including face-to-face and telephonic assessment, counseling referral, monitoring, and follow-up in private offices for issues from substance abuse and psychiatric disorders, to stress and work-related difficulties, to marital and family problems, gambling, financial problems and eating disorders.
- Work/Life services including legal consultation, financial consultation, childcare referrals, adoption resources, eldercare referrals, pet care services and academic resources.
- On-line programs offering help with the everyday challenges of work and personal life, and
- HELPNET which offers numerous confidential self-assessments and interactive tools, informative videos, expert information, training and access to a wide range of resources on an unlimited basis, 24 hours a day.
- Management consultations are available to provide supervisory and management information on an unlimited basis.

The EAP website is www.eapconsultants.com. If you want to use on-line services that require a password, use “**goguard**”. If you are using HELPNET, the username is “**goguard**” and the password is “**eap800**”. To call EAP Consultants, Inc. directly, call toll-free 1-800-869-0276.

This service is completely confidential and absolutely free for technicians and their families. If you have any questions about services available or any other general questions about the program, please visit the contractor website or call Capt Julie Burns, 785-274-1170.

LABOR RELATIONS

WEINGARTEN NOTICE (Representation Rights)

Submitted by SMSgt Keith Guffy

Agencies are required to inform bargaining unit employees of their right to representation during examinations in connection with an investigation. The right stems from Title 5 United States Code Section 7114(a)(3) and Supreme Court decision, *NLRB v. J. Weingarten Inc.* (1975).

Under Title 5, United States Code, section 7114(a)(2)(B), an employee being examined in an investigation (an investigatory examination or interview) is entitled to union representation if the examination is conducted by a representative of the agency, the employee reasonably believes that the examination may result in disciplinary action, and the employee asks for representation.

Specifically, the reference states:

"(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at---

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if---

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation."

This right is commonly referred to as the "Weingarten" right, based on the U.S. Supreme Court's private sector labor decision in *NLRB v. J. Weingarten, Inc.*, 420 U.S. 251 (1975). Upon a valid request for union representation from the employee, management has three options:

(1) Grant the request and notify the union that a meeting to examine a bargaining unit employee is going to take place and that the employee has requested union representation;

(2) Continue the investigation without interviewing the employee; or

(3) Offer the employee a clear choice to either continue the interview without representation, or have no interview.

Questions concerning these rights should be directed to Labor Relations at 785-274-1162.

EQUAL EMPLOYMENT OPPORTUNITY OFFICE

The History of Black History

Submitted by Maj Shelly Bausch

by Elissa Haney

FACTMONSTER.COM

Americans have recognized black history annually since 1926, first as "Negro History Week" and later as "[Black History Month](#)." What you might not know is that black history had barely begun to be studied-or even documented-when the tradition originated. Although blacks have been in America at least as far back as colonial times, it was not until the 20th century that they gained a respectable presence in the history books.



Blacks Absent from History Books

We owe the celebration of Black History Month, and more importantly, the study of black history, to [Dr. Carter G. Woodson](#). Born to parents who were former slaves, he spent his childhood working in the Kentucky coal mines and enrolled in high school at age twenty. He graduated within two years and later went on to earn a Ph.D. from Harvard. The scholar as disturbed to find in his studies that history books largely ignored the black American population-and when blacks did figure into the picture, it was generally in ways that reflected the inferior social position they were assigned at the time.

[Dr. Carter G. Woodson](#)

Established Journal of Negro History

Woodson, always one to act on his ambitions, decided to take on the challenge of writing black Americans into the nation's history. He established the Association for the Study of Negro Life and History (now called the Association for the Study of Afro-American Life and History) in 1915, and a year later founded the widely respected Journal of Negro History. In 1926, he launched Negro History Week as an initiative to bring national attention to the contributions of black people throughout American history.

Woodson chose the second week of February for Negro History Week because it marks the birthdays of two men who greatly influenced the black American population, [Frederick Douglass](#) and [Abraham Lincoln](#). However, February has much more than Douglass and Lincoln to show for its significance in black American history. For example:

February 23, 1868: [W. E. B. DuBois](#), important civil rights leader and co-founder of the NAACP, was born.

February 3, 1870: The [15th Amendment](#) was passed, granting blacks the right to vote.

February 25, 1870: The first black U.S. senator, [Hiram R. Revels](#) (1822-1901), took his oath of office.

February 12, 1909: The [National Association for the Advancement of Colored People \(NAACP\)](#) was founded by a group of concerned black and white citizens in New York City.

February 1, 1960: In what would become a [civil-rights movement](#) milestone, a group of black Greensboro, N.C., college students began a sit-in at a segregated Woolworth's lunch counter.

February 21, 1965: [Malcolm X](#), the militant leader who promoted Black Nationalism, was shot to death by three Black Muslims.

AGR

AGR News

Submitted by 1LT Kendrea Shingleton

- All AGR personnel and finance actions must come through AGR-HRO prior to being sent to USP&FO.
- **DTS:** Approval must be made before you travel!! NO ORDERS – NO DUTY!!
- **SRB & QRB Board:** Change in policy: AGR Soldiers will now be considered until 18 years of Active Service. The old policy considered AGR Soldiers up to 15 years of Active Service.
- **Active Duty Dental Program (ADDP):** NEW Active Duty Dental Program was effective 1 AUGUST 2009. United Concordia was awarded the contract...this means all AGR & ADOS personnel, to include those in REMOTE locations will no longer go through MMSO. Please visit www.addp-ucci.com for instructions on how to use this program. On the home page you will click "Active Duty Service Member."
THIS DOES NOT APPLY TO FAMILY MEMBERS
- **Leave Tracking System:** Beginning 1 January 2010 all Kansas Army National Guard AGR Soldiers will utilize the Leave Tracking System for leave transactions. The website address is <https://ftsmcs.ngb.army.mil/protected/LeaveLog/Default.aspx>

This automated leave program is designed to allow AGR Soldiers to manage and use their authorized leave to the maximum extent, while allowing full-time supervisors, administrative officers and Commanders the ability to monitor each AGR Soldier's leave, minimizing the potential for end of year loss.

- **AGR Paternity Leave:**

The 2009 National Defense Authorization Act provided for services to grant up to 10 days of paternity leave to be used in conjunction with the birth of a child. National Guard Bureau extended this authority to AGRs in the following guidance:

ANG: NGB/A1 Log Message #8-039, Subj: Paternity Leave for Service Members, 16 Dec 08

ARNG: NGB/ARH Subj: ARNG Implementation Guidance for Paternity Leave Authorized by NDAA for FY09, 27 Apr 09.

Paternity Leave Basic Guidance:

Authorized for a married Soldier or Airman serving on active duty under the authority of Title 32 or Title 10 USC, Active Guard/Reserve Program, whose wife gives birth to a child on or after 14 October 2008.

A non-chargeable leave for administrative purposes

Will not exceed 10 days, to be taken consecutively

ARNG: Soldiers must take leave within 45 days of the birth of the child; deployed Soldiers have 60 days after returning from deployment to use the leave.

ANG: Airmen must take leave within 60 days of the birth of a child

AGR

AGR News

Submitted by 1LT Kendrea Shingleton

Continued...

- There is often confusion about how to compute an AGR retirement, specifically questions surrounding the member's retirement points. Unlike traditional Guard members an AGR/Active Duty retirement is based on service (years, months & days).

Currently, there are three non-disability retirement systems in effect. To find out which system applies to you and to learn more about the retirement system, visit the following website: <http://militarypay.defense.gov/retirement/ad/index.html>

FEDERAL HOLIDAYS FOR 2010 WILL BE OBSERVED AS FOLLOWS:

FRIDAY	1 January 2010	NEW YEARS DAY
MONDAY	18 January 2010	MARTIN LUTHER KING, JR
MONDAY	15 February 2010	PRESIDENT'S DAY
MONDAY	31 May 2010	MEMORIAL DAY
MONDAY	5 July 2010*	INDEPENDENCE DAY
MONDAY	6 September 2010	LABOR DAY
MONDAY	11 October 2010	COLUMBUS DAY
THURSDAY	11 November 2010	VETERAN'S DAY
THURSDAY	25 November 2010	THANKSGIVING
FRIDAY	24 December 2010**	CHRISTMAS DAY

*4 July 2010 (the legal public holiday for Independence Day), falls on a Sunday. For most Federal employees, Monday, 5 July 2010, will be treated as a holiday for pay and leave purposes.

** 25 December 2010 (the legal public holiday for Christmas Day), falls on a Saturday. For most Federal employees, Friday, 24 December 2010, will be treated as a holiday for pay and leave purposes.

Questions or concerns regarding the AGR Program may be directed to 1LT Kendrea Shingleton at 785-274-1182.

HRO Directory

Human Resource Office 2722 SW Topeka Blvd. Rm 136 Topeka, KS 66611

HRO Secretary: (785) 274-1180 HRO Fax: (785) 274-1604

Topic	Technician (785) 274-xxxx	AGR (785) 274-xxxx
Absence and Leave/Advance Technician Leave	x1172	x1838
Administrative Actions	x1172	x1182
Adverse Actions/Discipline	x1162	x1182
Awards	x1172	
Classification/Desk Audits	x1161	
Compatibility	x1160	x1186
Contract Negotiations	x1162	
Defense Personnel Data System	x1165	x1165
Death	x1172	x1838
Disability	x1172	x1164
Discipline	x1162	x1182
Employment Authorizations	x1172	x1838
Environmental Differential/Hazardous Duty Pay	x1172	
Equal Employment Opportunity	x1166	x1168
Family Programs	x1171	x1171
Employee Support of the Guard & Reserve	x1559	x1559
Employment Verifications	x1208	x1838
Flexible Spending Accounts	x1208	
Grievances	x1162	
Hatch Act	x1170	
Health Benefits	x1208	x1164
Hours of Duty	x1162	x1162
In-Processing	x1187	x1164
Injury Compensation	x1208	
Job Vacancy Announcements	x1160	x1186
Jury Duty	x1172	
Labor-Management Relations	x1162	
Life Insurance	x1208	x1838
Manning Document/Maintenance	x1163	x1186
Merit Promotion/Staffing	x1160	x1186
Military Deposits	x1208	
Pay Administration	x1160	x1838
Performance Management	x1172	x1182
Performance Plans/Appraisals OER's/NGOER's	x1172	x1182
Permanent Change of Station (PCS)	x1510	x1838
Personnel Records	x1160	x1838
Personnel Actions/Appointments/Conversions/Promotions/Reassignments/Separations/Pay	x1187	x1838
Physical Fitness Program	x1162	x1162
Positions Descriptions	x1161	
Position Management	x1161	x1186
Reduction-in-Force	x1160	